

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 53214 (Staff Recommends Approval).

**REQUESTED ACTION:** Approve change to increase total by \$350.00

☐ Work Session (Report Only)

**DATE OF MEETING:** 10/27/09

☒ Regular Meeting

☐ Special Meeting

**CONTRACT:** ☒ N/A

**Vendor/Entity:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Termination Date:** \_\_\_\_\_

**Managing Division / Dept:** \_\_\_\_\_

**Budget & Purchasing** \_\_\_\_\_

**BUDGET IMPACT:** \$350.00

☐ Annual

**FUNDING SOURCE:** \_\_\_\_\_

☐ Capital

**EXPENDITURE ACCOUNT:** 001-100-519-3100

☐ N/A

---

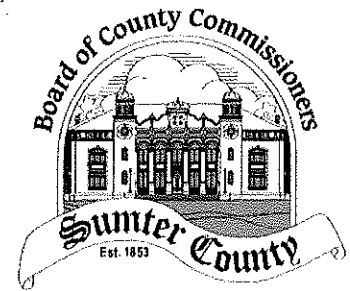
**HISTORY/FACTS/ISSUES:**

Purchase Order #53214 (Central Florida Locating, Inc.) CAD drawings were not in the original scope of work; per the Project Manager's request, the CAD drawings were produced; therefore, requires a Change Order to be processed.

---

## Exhibit A

## CHANGE ORDER REQUEST FORM



PO Number 53214  
 Vendor Central Florida Locating, Inc.  
 PO Amount \$3,250.00  
 Net Change Amount (-/+) \$350.00

## PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
	<b>\$3,250.00</b>	<b>\$3,600.00</b>				

## PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount
	<b>001-100-519-3100</b>	<b>CAD drawing with locations of burial sites</b>			<b>\$350.00</b>

Cancel Entire Purchase Order ☐

Original Requestor's Signature

Cancel Item Numbers \_\_\_\_\_

## Reason/Justification/Special Instructions:

CAD drawings were not in the original scope of work; per Project Manager's request these CAD drawings were produced.

Signature/Approvals

Department Head

Division Director

Budget &amp; Purchasing Dept.

County Administrator

Revised: 8/26/08

# PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

## BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

To

Central Florida Locating, Inc.  
P.O. Box 1468  
Bushnell, FL 33513

October 1, 2009

DATE

DEPT. Facilities Maintenance

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	100-519-3100	1	<p>Landfill Cemetery - Professional Locating Services</p> <p>4 proposals were requested: Central Florida Locating - Initial fee: \$6,500; per day fee: \$800 SEI - Initial fee: \$6,226; per day fee: \$1,875 Central Locating Service, LTD. - Initial fee: \$3,000; per day for remaining scope of service were incomplete. Lazer-Tex Communication, Inc. - declined to bid.</p> <p>Our selection is based on the lower per day fees due to the nature of this project.</p> <p>This is to replace 08-09 PO 53213 which will be liquidated</p> <p>Please attach detail documentation for the 08-09 PO to this 09-10 PO.</p> <p>TERMS:</p>	3,250.00	3,250.00
				TOTAL	3,250.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

**NOTE: ONLY ORIGINAL INVOICES**  
**WILL BE CONSIDERED FOR PAYMENT**

### DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS  
WHITE COPY - TO VENDOR  
CANARY COPY - TO DEPARTMENT HEAD  
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY:

OFFICER OR DEPT. HEAD

DATE:

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

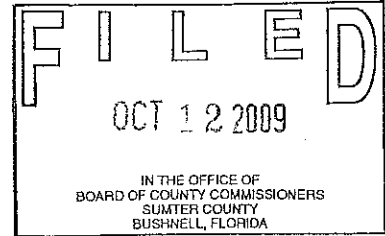
# Invoice

## Central Florida Locating, Inc.

P.O. Box 1468  
Bushnell, FL 33513

Office 352-793-4246  
Fax 352-793-8675

Date	Invoice #
10/12/2009	2742



Bill To
Board of Sumter County Commissioners Facilities Maintenance 910 N Main St., Box 4 Bushnell, FL 33513

P.O. No.	Terms
	Due on Receipt

Quantity	Description	Rate	Amount
	Ground Penetrating Radar Locating Services 10/1/09 - 10-11-09  Location: Lake Panasoffkee Cemetery  All GPR Scans completed and Sites marked  Project requested by Richard Cobb  Print with Approximate Locations of Potential Burial Sites	3,250.00       350.00	3,250.00       350.00
Thank you for your business.		<b>Total</b>	<b>\$3,600.00</b>